

2 Corrections

Jan

CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS
EXECUTIVE COMMITTEE MINUTES
JULY 30, 1990

PRESENT: Ruth Taylor, Jana Mize, Judi Nicks, Pat Padgett, Jo McAnally,
Ben Morton, Verna Howell, Ron Herrin

ABSENT: Bonnie Stevens, Ray Thompson

The meeting was called to order at 3:10pm in the conference room of the
R.M. Cooper Library.

The minutes were approved as written.

Announcements from Ruth:

A letter from Allen Dunn was passed around which expressed thanks on
behalf of the Faculty Senate for the Commissions support on their Postal
resolution.

Need a recorder for the Aug. 7th. Commission meeting - Judi Nicks
agreed to fill this need

We are still in need of a secretary for the future and our paper work
needs to be turned in since no other ^{atives} alternates are available at this time.

Debra Andrews will be taking pictures of all officers at our Aug. 7th
meeting. This will include: Commission chair, vice-chair, past chair,
treasurer, parliamentarian, the chair of our three standing committees,
and our ex-officio members. We will adjourn at 11:30 to allow time for
this picture.

Under old business:

The Commission agenda was reviewed and committee agendas were
discussed for the purpose of compiling an agenda for the year. This will be
presented at the Aug. 7th. Commission meeting.

The mail record form and directions were reviewed and agreed upon to
start being effective immediately.

The committee rosters were brought up to date for the purpose of compiling a final copy to route to each Commission member.

New Business Item:

Ruth enquired as to how the qualifications were decided on who could march the the graduations from the classified staff. Nobody knew the answer, Pat Padgett had adjourned the meeting, but she will be contacted by Ruth as a possible resource person with this information.

Ruth passed out a draft of a letter to Coach Hatfield and a list of items for him to address at our next Commission meeting. The letter and the list were reviewed and the Policy Committee added several items to the list. Ruth will route a final copy to all Commission members for their information prior to our meeting with Coach Hatfield. It was agreed that Coach Hatfield would be given 30 minutes to address our concerns and that no discussion would follow.

All committee chairs were reminded that at our last meeting we agreed to allow alternates to serve on committees. For the record this means that they are active voting members of these committees.

Ruth reported that she had talked with Bill Pace who had spoken with Hugh Clausen concerning our parking resolution about the shuttle bus routes. Mr. Clausen told Bill that we needed to work up a route to present on behalf of the Classified Staff. Judi Nicks said that she already had such a route worked up that she would share with Policy and the Commission. Ruth reported that Stanlee Miller the Commission representative to the Parking and Traffic Committee has been doing a lot of research on this issue and would like any material that anyone has in their files on the parking situation. Hugh Clausen is suppose to return Ruth's calls on Tuesday, July 31st. and report on the status of the panel we requested Dr. Clausen form to discuss the shuttle routes across campus. Ruth will report on this at the Aug. 7th. meeting of the Commission.

Follow up
Hugh Clausen said he would not convene a committee and that we should present it through traffic and Parking. Fri-Aug 3.

Reports from Committees:

Policy:

- 1- List of question for Coach Hatfield
- 2- List of items to add to committee and Commission agenda for year (a typed list will be routed to Commission chair)
- 3- Verna Howell will serve as interim-chair
- 4- Mary Joe Williams will be their recorder
- 5- Would like to have alternate placed beside names on final committee roster

Welfare:

- 1-Pat Padgett attended meeting long enough to introduce Jo McAnally as one of the committee's newly elected co-chairs and to turn over her records. Jo announced that the other co-chair would be Kathy Ricketts. Jo inquired as to whether there would be a problem with having co-chair leadership for a committee. It was agreeable with the executive ~~session~~ *Committee*
- 2- Pat Padgett will serve as recorder for Welfare
- 3- Would like to have all members of the Commission including the alternates listed in the Clemson Weekly-Ruth will call Debra Andrews and make sure this is arranged (Judi Nicks mentioned that we need to wait until after Aug. 24th. to put information about the Commission in the news so everyone will have returned to campus from vacations)-Ruth will arrange this with Debra.

Communications:

- 1- Have not elected a recorder
- 2- Ben Morton inquired about past history and progress of hazardous weather brochure, John McKenzie is working on this, and will meet with Ray Thompson soon
- 3- Plans are underway for slide show for benefits fair and orientation program for new employees
- 4- Ben passed out a list of how he will work up our constituents for each Commission representative to aid in improving our communication (Ben ask Judi if she could help him with labels for each list - Judi said this could be done by department for representatives who needed labels, but that some representatives would not need labels

Ron Herrin ask for any ideas for other booths at the Benefits Fair, several ideas were given to Ron.

Final Announcements:

- 1-Our budget is now located in Personnel and has a different account number
- 2-Judi Nicks will turn in the paper work to personnel for our secretary
- 3-No report on name tags-will check with Bonnie Stevens and hopefully will be ready by our next Commission meeting

With no other items of business the meeting adjourned at 4:45pm

Recorded by: Ruth Taylor